



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy B.14 Fund raising in Schools

Date Passed: June 2018

Preamble

The Haida Gwaii Board of Education recognizes that schools are involved in fund raising activities in order to provide additional goods and services to students, and that these activities are supported by the school communities in our district.

Definitions

Fund raising: is deemed to include activities designed to provide money, goods or services for use in the school through:

- sales to members of the community including parents, staff and students
- the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.

Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.

1.0 Guiding Principles

- All fund raising activities conducted in the school or outside the school, using the name of the school in any way, must have the approval of the principal. Such approvals may be reviewed by the Board as deemed necessary. A fund raising activity must benefit the school and school community and be consistent with school policies and with the overall direction of the school as a positive learning community.
- A fund raising activity may not interfere with the nature or delivery of the school's educational program.
- Any fund raising that involves donations or partnerships, including those that are connected in any way to businesses or corporations, must be in accordance with Policy B.15 (External funding through Donations or Partnerships).
- The Board reserves its right to intervene if, in the opinion of the Board, the proposed fund raising activity is deemed inappropriate.

2.0 Administrative Procedures

- Schools are encouraged to communicate with each other regarding planned fund raising activities in order to avoid conflicts regarding timing, the type of fund raising or target groups.



SCHOOL DISTRICT NO. 50 HAIDA GWAII BOARD POLICY MANUAL

- ii. Sponsors of fund raising activities will ensure that:
 - a. the parents/guardians of the students of the class or of the school are in support of the proposed activities and of the proposed dates for the venture
 - b. there is clear understanding in advance of any contract or agreement as to what form of recognition, if any, donors or contractors may receive; such recognition will be in accordance with the provisions of Policy B.15 (Guiding Principle 14).
 - c. the scope of the fund raising is proportional to the planned activity
 - d. plans are shared regarding the disbursement of any funds that are surplus to the cost of the activity.
- iii. A fund raising form must be utilized for all fund raising activities covered by this policy, signed by a principal and retained in the school office. A copy of each fund raising form will be provided to the Parents' Advisory Council.
- iv. Sponsors of lotteries, raffles or games of chance must be sure to comply with the appropriate government licensing regulations. Casino-style or similar gambling events are not considered appropriate fund raising activities for schools.
- v. Students involved in any "door to door" solicitation, whether on behalf of the school or any other agency should:
 - a. carry school identification,
 - b. solicit in pairs or groups, never alone,
 - c. present a school handout clearly articulating the purpose of the fund raising.
- vi. Any proposal for fund raising through a partnership with a business is to be considered within the provisions of Policy B.15: External Funding through Donations or Partnerships.
- vii. Where a Parent Advisory Council wishes to raise funds for the school, using the school name, staff, or students in the process, it must follow the terms of this policy.
- viii. Principals, in consultation with their Parent Advisory Council and staff have the responsibility to ensure that all fund raising activities follow the guidelines established in this policy, and the administrative procedures that accompany it.
- viii. In considering fund raising plans, prior to their approval, school administrators will consider factors including:
 - a. the safety of students, staff members and volunteers
 - b. the voluntary nature of the planned activities
 - c. plans that have a minimum effect on regular instructional time
 - d. the age of students and their potential vulnerability to any commercial values or messages associated with the fund raising endeavour
 - e. an opportunity for the school's Parent Advisory Council and the Staff Committee to be made aware of the fund raising proposal in its planning stages and to provide feedback to the administrator
 - f. how contributors will be made aware of the purposes for which funds are being raised



SCHOOL DISTRICT NO. 50 HAIDA GWAI
BOARD POLICY MANUAL

B.14.1 Fund Raising Form

School: _____ Date: _____

Nature of Activity:

1. Sale of goods or services by the school (complete Section A)
2. Accepting donation of funds, goods or services (complete Section B)
3. Contracting with an outside agency (complete Section B and attach contract)

Section A:

Activity Schedule: Begins on _____ Ends on _____

Students involved in fund raising: Yes No

Product or services to be sold:

Section B:

Name of individual, corporation or agency providing funds, goods or services:

Recognition to be provided, if any:

In each case:

- Expected value of funds to be raised, or donated goods and services to be received
Approximately \$ _____
- Purposes for which funds, goods, or services are to be used:

- Plans for disbursement of any surplus funds:

copy: PAC President

THIS FORM WILL BE PRESENTED FOR REVIEW AT THE PAC MEETING OF _____(DATE)

I support this fund raising activity and certify that the planning abides by all policies.

Signature of Principal: _____ Date: _____